



# Duplicate Course Notification

The University of Utah

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It is the students responsibility to report any duplicate coursework to the University. Hours earned in duplicated courses count toward graduation only once. Credits awarded from other institutions **may not** be used to replace credits received at the University of Utah. Students will retain credit and grade for U of U courses regardless of when the transfer courses were completed. Failure to report duplicate courses may adversely affect graduation. **If all courses were completed at the University of Utah do not use this form, instead submit a Repeated Class Notification on CIS.**

### Instructions:

Complete this form and return to the Registrar's Office, Graduation Division.

Allow 1-2 weeks for the notification to be reviewed and processed.

### Student Information:

Student Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

Have you applied for graduation?  Yes  No

### Class(es) originally taken:

Institution	Department	Course Number	Hours	Grade	Term/Year Taken

### Duplicated Class(es):

Institution	Department	Course Number	Hours	Grade	Term/Year Taken

**I understand that I may only receive credit for any particular course once and request that duplicate credits be removed from my total hours.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR REGISTRAR'S OFFICE USE ONLY

Reviewed by: \_\_\_\_\_ Major/Term: \_\_\_\_\_ Submitted to Admissions: \_\_\_\_\_

### FOR OFFICE USE ONLY

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Course(s) Duplicated: YES NO

Corrected Hours: \_\_\_\_\_ Corrected GPA: \_\_\_\_\_ New STC Sent to Student: \_\_\_\_\_